



EXETER PUBLIC WORKS DEPARTMENT

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January 15, 2014

United States Environmental Protection Agency
Region I – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: **NPDES Permit No. NH0100871**
Administrative Order on Consent Docket No. 13-010
Quarterly Progress Report

Dear Ms. Joy Hilton:

This report is being made in accordance with the Administrative Order on Consent, Section IV.C., for the third quarter period of October 1, 2013 to December 31, 2013.

Per Section IV.C.1.a., activities undertaken during this reporting period directed with achieving compliance with this Order include:

- The Town through the Public Works Department issued Request for Qualifications (RFQ) No. 2013-01 for Professional Engineering Services for a Wastewater Facilities Plan. Statements of Qualifications (SOQs) were due October 29, 2013.
- Impaneled a selection committee of five members for the Wastewater Facilities Plan
- Reviewed submitted Statements of Qualifications for the Wastewater Facilities Plan
- The panel interviewed the top three selected firms, Wright-Pierce Engineering was unanimously selected as the most qualified per State required Qualifications Based Selection (QBS) process.
- Negotiated scope and fee with Wright-Pierce Engineering with contract signing on December 31, 2013 (Background statement and scope of Work attached to this report).
- An influent characterization sampling program has been initiated per Wright-Pierce Engineering as a first step for facilities design.
- Commencing in July 2013, the Department has collected weekly 24-hour composite final effluent samples for total nitrogen. Commencing with the July Discharge Monitoring Report (DMR), monthly average, daily max loadings and daily max concentrations for total nitrogen have been reported.

Per Section IV.C.1.b., no plans, reports or other deliverables required by this order were completed or are submitted during this reporting period, with the exception of DMRs.